

CONSTITUTION

NAME AND OBJECTIVES

1. The Society shall be called 'Greek Society' (hereinafter: 'the Society').

2. The aims of the Society shall be:

a) the promotion of interest in the Greek culture, in the issues that concern contemporary Greek communities and in the achievements of historic Greek personalities and philhellenes, as well as of the Greeks of Oxford University or the UK more generally

b) the creation of opportunities for social interaction among the Society members and the establishment of links among the Greeks and philhellenes that teach, study or have studied in this University.

Helping, representing and promoting the welfare of its members shall be within the powers of the Society only insofar as such actions are fairly related with the above two aims. Although the Society and its organs shall not be politically partisan and shall not adopt resolutions that might incite political, ethnic or racial hatred, talks or discussions relating to Greek, European or international politics may be organised if they are consistent with the above aims.

3. By 'Greek culture' the previous Article refers not only to the culture of the current residents of Greece, but to the culture (notably the linguistic, artistic, philosophical and political culture) practised and cultivated by Greeks in any area of the world and at any time in history. Equally, by 'Greek(s)' this Constitution refers not only to the persons who have the Greek citizenship, but to those culturally linked with Greece at any period in history.

COMPLIANCE

4. The Society shall be administered in accordance with the Oxford University regulations for University clubs and societies which are published in the Proctors' and Assessor's Memorandum.

MEMBERSHIP

5. The Society shall consist of :

- (i) Full members. Only members of the University of Oxford and persons whose names are on this University's Register of Visiting Students shall be eligible for full membership.

(ii) Associate members. Persons, notably residents of Oxford, who are not eligible for full membership but are interested in the Society's activities may be admitted as associate members by the Committee. Associate members shall not, however, constitute more than one-fifth of the total membership. The names of associate members shall be sent to the University Proctors by the Secretary every time the names of full members are, but in a separate list.

6. Anyone eligible for membership shall be a member of the Society only after they have paid the relevant subscription and have been registered in membership by the Committee. Membership may be acquired for one term, one calendar year or for life; however, the Committee may decide that, during their term of office, there will be only one or two kinds of subscription.

7. The Committee may decide to grant honorary (full or associate) life membership to anyone, Greek or non-Greek, who has substantially contributed in the promotion of Greek culture in Oxford, in Greece, in the UK or worldwide.

8. A Members' Meeting may, in exceptional circumstances, remove a person from membership for good cause. The person concerned may appeal against such removal to the Senior Member.

9. Any member of the Society may opt out of this membership, by submitting written notice to this effect to the Secretary. A member of the Committee may not do so before the end of his or her term of office.

MEETINGS OF THE MEMBERS

10. There shall be an Annual Members' Meeting in Hilary Full Term convened by the President or the Secretary on not less than fifteen days' notice. The Annual Meeting will elect new Committee Members in accordance with Articles 34-39 below.

11. Any other Members' Meeting may be called in any Full Term:

a) by the President, the Secretary or the Treasurer on not less than seven days' notice.

b) on a written requisition by seven or more members of the Society, stating the reasons for which this Meeting is to be called. The meeting shall be held not later than fifteen days after the Committee's receipt of the relevant petition, but still on not less than seven days' notice.

12. The date, time and place of Members' Meetings shall be decided by the Committee, but with a view to facilitating the participation of the majority of the members of the Society in these Meetings. No Members' Meeting shall be held before 5:00 pm on a working day.

13. Along with the date, time and place of any Meeting, the Secretary shall inform the members of the Society of the agenda of the Meeting and request that motions be proposed by any member of the Society not later than a week before the time of the Meeting. If any motions are proposed in time, the Secretary shall inform both the Committee members and the members of the Society promptly, by post or email.

14. Motions shall be discussed in a Members' Meeting only if included in the original agenda or proposed according to the previous Article. Amendments on such motions may, however, be put forward at any point before the voting begins.

15. All members of the Society are entitled to attend, speak and vote in any Members' Meeting.

16. The quorum for a Members' Meeting shall be ten members of the Society. Among those present in a Members' Meeting there should be at least two Committee Members, one of whom should be a Major Officer. If some people leave the Meeting, the Meeting may adopt resolutions only as long as there are at least six members present. The Treasurer or a member of the Committee deputed by the Treasurer should be present whenever any financial business is to be transacted.

17. The President shall preside at all the Members' Meetings of the Society. If the President is absent at the beginning of the meeting or has a special personal interest in any motion, the Treasurer or, if the Treasurer is absent, the Secretary shall chair the Meeting. Procedural points ('points of order') raised by anyone during the Meeting shall take precedence over all other business.

18. A valid decision of a Members' Meeting shall be a resolution duly proposed and passed by a simple majority of those present and voting at the Meeting. Voting on a motion shall be by show of hands, unless a special procedural motion that the voting be held by secret ballot is passed. Proxy voting is not permitted. Abstentions do not count for or against the motion and are reported separately in the minutes. In the case of a tied vote, the motion shall be regarded as defeated.

19. The minutes of any Members' Meeting, as well as the results of the election of any member(s) of the Committee, shall be written down, dated and signed by the Secretary or, if the Secretary is absent, by another member of the Committee designated by the President. These minutes, after being countersigned by the President, shall be

promptly made known to the members of the Society and kept by the Secretary in a special archive.

THE COMMITTEE

20. The affairs of the Society shall be administered by a Committee consisting of not more than six persons and not less than the three Major Officers (as defined in Article 22) and the Senior Member. The Committee shall be collectively responsible for the enforcement of this Constitution, the resolutions passed at the Members' Meetings of the Society and the decisions of the Committee itself.

21. The Senior Member shall be appointed to the Committee of the Society and should at all times be kept informed of the activities of the Society and its financial affairs. In the event of a dispute within the Society which cannot be resolved amicably, the Senior Member should attempt to resolve the matter before recourse to the Proctors. The Senior Member is also responsible for signing the accounts of the Society before they are submitted to the Proctors.

22. The President, the Secretary and the Treasurer shall be called the 'Major Officers' or 'Office Holders'. The Social Secretary, the Sports Secretary and the Publicity Officer & Webmaster shall be called the 'Minor Officers'.

23. The President has the right to represent and act on behalf of the Society in any event or meeting of any body and in any transaction, to liaise with individuals, bodies or heads of other Clubs and Societies, in order to facilitate the realization of the aims and decisions of the Society. The President also has the right to allot duties and powers to specific Committee members, provided that the relevant provisions of this Constitution are not unjustifiably violated.

24. The Secretary shall mainly:

- a) be responsible for returning the re-registration forms, for sending the term card not later than the second week of every Full Term and for supplying any other information required by the Proctors and the Assessor, according to the Proctors' and Assessor's Memorandum;
- b) give notice of any Members' Meeting and any Committee meeting and the relevant agenda;
- c) draw up the minutes of those meetings; should the Secretary be absent, the minutes should be taken by a member of the Committee designated by the President;
- d) maintain a register of the members of the Society, which shall be available for inspection by the Proctors on request;

e) notify the Proctors promptly about any appointment, resignation or removal of any Committee member, as well as about any change in this Constitution; and

f) inform the Proctors if the Society ceases to operate and, in doing so, present a final statement of accounts.

25. The Treasurer shall mainly:

a) keep proper records of the Society's financial transactions;

b) develop and implement control procedures to minimise the risk of financial exposure; a manual of written procedures for all aspects of the Treasurer's responsibilities may also be developed.

c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);

d) keep a written list of all the objects owned by the Society;

e) make all records, procedures and accounts available on request to the Senior Member, the Proctors and the University's Internal Audit Section; and

f) forward to the Proctors by the end of the second week of each Full Term a copy of the accounts of the preceding term signed by the Senior Member, for retention on the Proctors' files.

26. The Social Secretary shall be responsible for the organisation of social and entertaining activities for the Society members, but may request the assistance of the President or other Committee Members. The Social Secretary shall inform the Treasurer of all financial and budgetary information relevant to such activities.

27. The Sports Secretary shall be responsible for the organisation of athletic and sporting events for the Society members, for keeping the Society members informed of such events and for duly informing the Treasurer of all financial and budgetary information relevant to such activities.

28. The Publicity Officer & Webmaster shall be responsible mainly for advertising the future events of the Society and for setting up and maintaining the web-site of the Society, but may be also entrusted by the President with tasks related to the organisation of specific events.

MEETINGS OF THE COMMITTEE

29. The quorum for a Committee meeting shall be:

a) two Committee members if the Committee consists of the Senior Member and one to three Officers,

- b) three Committee members if the Committee consists of the Senior Member and four to five Officers,
- c) four Committee members if the Committee consists of the Senior Member and six Officers,

This quorum is necessary at all times during the Committee meeting. The Committee shall decide by simple majority.

30. The President or the Secretary shall give adequate notice of every Committee meeting and of its agenda. Any issue not included in the agenda may be discussed and voted upon in any Committee meeting, if the Committee decides so by a two-thirds majority.

31. Members of the Society may request to attend the discussion of any issue in the meetings of the Committee, but the Committee may request non-Committee members not to be present during the voting.

32. Any decision of the Committee may be set aside by a decision of the Members' Meeting. Should any Officer not comply with a decision taken at a Members' Meeting, he or she shall be required to explain his or her conduct at the next Members' Meeting. If the explanation provided does not justify the Officer's conduct, the members present may request that the Officer be dismissed, according to Article 44.

33. The minutes of Committee meetings shall be dated and signed by the Secretary (or, if the Secretary is absent, by another member of the Committee), countersigned by the President and kept by the Secretary in a special archive.

ELECTION AND END OF TERM IN OFFICE OF COMMITTEE MEMBERS

34. The members of the Committee shall be elected annually by secret ballot. A Committee member shall be eligible for re-election, but only once for the same post. The members of the Society may not appoint several individuals jointly to hold any Committee Office nor allow any individual to hold more than one of these Offices at a time. When electing other members of the Committee each year, the members of the Society shall also appoint a member of the Congregation as the Senior Member, who will be a member of the Committee ex officio.

35. Only full members of the Society are eligible to vote and stand for election.

36. Along with informing the members of the Society about the date of the Annual Members' Meeting and about the place and times of

balloting, the Secretary shall solicit written nominations for all Major and Minor Committee Offices. The deadline for the submission of such nominations shall be one week. A nominee must be proposed by either himself or herself or by another full member of the Society – in the latter case, the nominee should signify consent to this nomination to the Secretary. The Secretary shall inform the Society members of the submitted valid nominations first three days before the deadline, second one day before the deadline and finally just after the deadline. Nominations submitted by email are valid provided that the Secretary can be plausibly certain about the identity of the sender of the email.

37. If no-one is nominated for a Major Office by the deadline, the Secretary shall solicit urgent nominations, to be received by post or email in four days' time. In the event that no-one is nominated for this Office, the new Committee shall decide whether it shall call the first by-election (Article 46 below) immediately or after one month.

38. Three to ten days before the elections, the President shall seek to appoint two Society members, among those who neither nominated anyone nor are nominees, who shall be responsible for administering the elections, for explaining to the voters how they are to vote and for counting the ballots.

39. On the day of the Annual Members' Meeting, before the voting for the election of new Committee Officers begin, the candidates shall give a short talk or read a short statement of purpose containing the plans they have for the Office they are interested in. A candidate may send his or her written statement or purpose to be read on the day of the elections by a Society member of his or her choice.

40. It shall be possible for the voters in an election to vote for a reopening of a nomination ('RON') even if there is only one candidate.

41. The Committee elected at the annual election shall take up their duties at the beginning of Trinity Full Term following the election.

42. If no-one is elected for a Major Office, the person holding it stays in Office until a new Society member takes up the Office according to Article 46. If this is impossible, the Committee appoints one of its members to temporarily hold the Office instead of the Office he or she was elected for.

43. After the election of a new Committee or a new Secretary, it shall be the new Secretary who shall notify the Proctors about the changes in the Committee.

44. The Committee or any of its members may be dismissed by a two thirds' majority of those present at a Members' Meeting, provided that the reasons for which the relevant 'motion of no confidence' was

put forward were included in summary in the agenda of the meeting, so that the Committee member(s) concerned had the time to prepare their defence.

45. The Committee or any of its members may resign only after two weeks' notice given to the President.

46. If during the period between the annual elections to offices there is any vacancy in the Committee, the Committee shall, as promptly as circumstances permit, call a by-election to fill the vacancy up to the next annual election. By-elections shall be conducted like the annual election. If no nomination is received by the deadline or if the result of the election is that the nomination should be re-opened ('RON'), the Committee shall call a second by-election as soon as possible. In the event that this second attempt is also fruitless, the Committee shall co-opt a full member of the Society to fill the vacancy.

47. Each member of the Committee must, on relinquishing his or her appointment, promptly hand to his or her successor in Office all official documents and records of the Society, together with any other property of the Society which may be in his or her hands. He or she must also complete any requirements to transfer authority relating to the control of the Society's bank accounts or other financial affairs.

FINAL PROVISIONS

48. Personal data of the members of the Society or persons included in the mailing list(s) of the Society may be held by the Committee only if and for as long as the persons concerned consent to this and only if and for as long as such data are necessary for the purposes of the Society's activities. Such data should not be processed contrary to the provisions of the Data Protection Act 2000 and especially should not be sold or given out to any other Society or club, any charity, any company or other body. Anyone whose data is held by the Society's organs may inspect and request the correction or deletion of any of his or her personal data.

49. Copies of any records or other official document of the Society, including this Constitution, shall be made available by the Secretary to any Society member upon request, unless the documents requested contain sensitive personal data of Society members.

50. The Committee shall have power to settle any disputed points not otherwise provided for in this Constitution. Ultimately, any question about the interpretation of this Constitution shall be settled by the University Proctors.

51. Amendments to this Constitution shall enter into force only after they receive the permission of the University Proctors and are voted by a two thirds' majority of those present at a Members' Meeting. The Proctors may give their consent either before or after the adoption of the Constitutional Amendment(s).

52. This Constitution shall enter into force on the day following its adoption according to the provisions of the 1968 Constitution of the Oxford University Greek Society.

Adopted by the Annual Members' Meeting of the Greek Society on 28th May 2003